

Chapter 1

General

1-1. Purpose.

This manual explains how to process pay and allowance entitlement claims for Inactive Duty Training (IDT), Annual Training (AT), Active Duty Special Work (ADSW), and Incapacitation Pay (INCAP). This manual is used by unit and organizational personnel in preparing and submitting duty performance and pay related substantiating documents to the USPFO Military Pay Section (MPS), State Military Personnel Management Office (MPMO) and the State Incentive Manager (IM).

1-2. Explanation of Abbreviations and Terms.

(See Appendix E.)

1-3. Governing Directives.

When the procedures and requirements of this manual are in conflict with the provisions of other directives, the guidance contained in NGR (AR) 37-104-3 will govern. NGB-ARC-F should be notified of such conflicts in order to resolve them.

1-4. Responsibilities.

a. Commanders. Commanders are responsible for administration of pay to soldiers. Commanders should use this manual and other published guidance to ensure soldiers are paid accurately and on time, and to ensure that all payments are legal and proper.

b. USPFO MPS. The MPS is responsible for processing all input into the ARNG pay subsystem accurately and timely.

c. State MPMO.

(1) The MPMO is responsible for ensuring all changes to the Standard Installation/Division Personnel Reporting System (SIDPERS) are edited against source documents. The MPMO produces a SIDPERS update for MPS at least weekly as prescribed by NGB Pam 600-8-1 and NGB Pam 600-8-3.

(2) The IM works within the MPMO. The IM is responsible for verifying all selected Reserve Incentive Program (SRIP) entitlements, to include Student/Health Professionals Loan Repayments. The IM verifies all requests for SRIP payments and forwards to the MPS by TL.

d. Units.

(1) Submit changes according to NGB Pam 600-8-1 and NGB Pam 600-8-3, with appropriate substantiating documentation to the MPMO for updating SIDPERS.

(2) Submit performance data, pay adjustments, and pay-unique actions to the MPS according to the instructions in this manual.

e. Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN). DFAS-IN is responsible to:

(1) Issue all Army (Active, ARNG, and USAR) payments.

(2) Provide accounting and budget data to appropriate agencies.

(3) Maintain the Master Military Pay Accounts (MMPA) for all soldiers.

(4) Issues LESs to all soldiers.

(5) Furnish updated MMPA reports to ARNG and USAR units and the offices responsible for servicing these accounts.

(6) Furnish IRS Form W-2 to each soldier.

1-5. Privacy and Freedom of Information Acts. Release of personal information is governed by the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act of 1974, as amended (5 U.S.C. 552a).

a. A soldier's personal data is not to be released without the express written permission of the soldier. Requests for information are forwarded to the office designated by the State Adjutant General to handle Privacy Act or Freedom of Information Act requests.

b. The release of any information is governed by AR 340-21, AR 25-55, DA Pam 25-51, and policies established by State Adjutants General.

